

Brazos Independent School District

Brazos ISD

District Name

008-903

County-District Number

Application for Transfer

FY 2015- 2016

Brazos ISD does not charge tuition fee for transfers. Parents must apply for transfer(s) through the principal of the campus where their children will be going. (All campuses have a transfer form to fill out). After the principal reviews and makes a recommendation for the transfer, the application will be forwarded to the superintendent's office for final approval.

All blanks must be filled out or it will be sent back.

Student's Name			Student's ID or SS # and Date of Birth	Student in district last year Yes or No	Ethnic Code	Sending County District Number (school they attended prior year)	Student's Grade level 2015-2016	Receiving Campus No.	Exemption/ Hardship Code or Non- Exempt transfer code (Principal must put a code)
Last	First	MI							

Please fill out one form for each child that is a transfer. If you have questions, ask the principal/secretary on your child's campus.

This section must be completed by a parent or guardian:

I have been informed of the receiving district's policy concerning tuition charges, if any, and have completed one form per child I have that will be attending Brazos ISD.

Signed _____

Parent's (Guardian's) Signature

Phone number where we can reach you _____

Street Address _____

City, State, Zip _____

Principal Recommendation (Circle One) **Approve** **Disapprove**

Principal

Date

This section must be completed by the receiving district superintendent:

The above transfer(s) was (click one) approved disapproved on this
_____ day of _____, 20 ____.

Superintendent

Date

INSTRUCTIONS FOR COMPLETING

Column Instructions

Student's Name: Enter the student's name – Last, First, MI

Student's Identification Number: Enter PEIMS student ID number or SS #

Student in District Last Year: Yes, if student attended your district in the 2008-09 school year. No, if student is new to your district for the 2009-10 school year.

Ethnic Code: Enter the appropriate ethnic code using the following designations:

- (1) American Indian or Alaskan Native
- (2) Asian or Pacific Islander
- (3) Black, not Hispanic
- (4) Hispanic
- (5) White, not Hispanic

Sending Co. District Number:

Enter the public school county-district number in which the student resides. Do not include transfers from another state. For transfers from private and charter schools, give the public school county-district number of the district in which the student resides.

Student's Grade Level: Enter grade level student will be in for the 2009-2010 school year.

Campus number assigned in receiving district: Enter the campus number for the school to which the student will be assigned in the receiving district.

EXEMPTION/HARDSHIP CODES

Exercise caution when submitting data regarding student transfers that involve hardship or exemption codes. Misuse or wrongful use of the codes, whether by accident or intent, constitutes an illegal act and could result in the loss of Average Daily Attendance (ADA) funds. For this reason, districts are required to maintain proper documentation for purposes of verification should an audit be conducted or in the event of an inquiry or complaint.

(Exempt students will not be counted in the calculations to determine compliance/noncompliance status.)

A. *Student taking academic courses needed for graduation and not offered in the district of residence.*

Points that must be considered prior to granting this exemption are:

- Once the student has been granted this exemption and has completed the course(s) needed for graduation, the student must return to the district of residence or be coded J.
- If the district of residence provides a high school diploma, it is extremely doubtful that this exemption code may be used.
- This exemption refers only to courses needed for graduation and, therefore, cannot be granted for elementary grades.

- In recent years, the only legitimate use of this exemption code has been in cases involving students transferring from a traditional school program into a block scheduling program or vice versa.

Verifiable documentation: Evidence of the student's enrollment in the course(s) for which the exemption code was granted. The EEO Unit will verify the information with the sending district.

B. Graduating senior who has attended the receiving district as a transfer student for at least the two previous years.

Point that must be considered prior to granting this exemption is:

- Is this at least the third year that the student has been a transfer into your district?

Verifiable Documentation: Both PEIMS and EEO records must verify the student was a transfer in your district for at least the sophomore and junior years.

C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than twelve years of age will be considered as needing childcare unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.

Points that must be considered prior to granting this exemption are:

- Number of parents in the home and whether or not all are employed at the time the child leaves school.
- No childcare facility located in the sending (home) district. If there is a facility in the sending (home) district, do its hours of operation make it possible for the parents to drop off and pick up the child?
- Age of the child for whom the exemption is requested.
- Nature and documentation of handicap in the case of a child beyond the age for which exemption/hardship Code C applies.

Verifiable documentation: Parents must provide a written statement certifying that there is no child care in their district of residence or an explanation of how the child care hours of operation conflict with the school schedule and the parents' work schedule. The statement should also include the parents' work schedule, the age of the student, and the handicap, if applicable.

D. Student whose health or safety is involved. 1) Health: Documentation from a medical doctor delineating a specific medical diagnosis and how the condition can be better served by a transfer must be obtained and on file. 2) Safety: Both superintendents involved must acknowledge the validity of the safety issue for which the transfer is granted.

Verifiable Documentation: Code D allows a student to transfer if a student's health or safety is at risk. However, both instances require verifiable documentation. For example, it is not sufficient to state that a transfer is "in the student's best interest" without providing a clearly stated explanation.

1. Health: A medical exemption must be documented by a signed physician's statement that a medical problem or condition has been determined to exist (specific diagnosis), along with an explanation of how that condition or problem can be better served or ameliorated by a transfer. This documentation must be obtained and renewed on an annual basis and must be on file with the district.
2. Safety: If a transfer is sought for a student's safety, the superintendent of the sending district and the superintendent of the receiving district must BOTH acknowledge the validity of the safety issue. Documentation in this instance would a signed agreement between both superintendents. This documentation must be for the current school year and must be renewed annually.

E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.

Verifiable Documentation: Personnel records of employment and contributions to TRS may be used for documentation.

F. Student whose home is 20 miles or more closer to the receiving school than the school of residence (Is there a 20-mile difference between the distances from the student's home to each of the two schools involved?).

Examples will help to clarify this exemption.

- The student lives five miles from the campus in the receiving district and sixteen miles from the campus in the district of residence. The difference in the distances is only eleven miles. Code F does not apply.
- The student lives five miles from the campus in the receiving district and twenty-six miles from the campus in the district of residence. The difference in the distances is twenty-one miles. Code F applies.

Verifiable Documentation: The shortest verifiable odometer readings from the student's home to each of the two campuses may be used for documentation.

G. Student transferring to a regional day school for the deaf. (CA 5281)

Point that must be considered prior to granting this exemption is:

- Does your district provide services for deaf students from other districts that do not provide such services?

Verifiable Documentation: Records of the students' participation in your district's program for the deaf may be used as documentation.

H. *Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281)*

Points that must be considered prior to granting this exemption are:

- Is there an educational need specified in the student's IEP which can be met by your district and not by the sending district?
- Has your district been designated to serve the educational needs of students with specific low-incidence diagnoses?

Verifiable Documentation: The student's special education folder and any relevant interdistrict agreements may be used for documentation.

I. *Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)*

Points that must be considered prior to granting this exemption are:

- You must have a contract with the sending district(s) written and renewed within the last five years.
- You may have a contract with one or more other districts.
- This exemption code applies only to students who are at grade levels not offered by the sending district(s).

Verifiable documentation: A written contract with the sending district(s) current within the last five years and the documented grade levels of students granted this code.

NON-EXEMPT TRANSFERS

(Non-exempt students are counted in the calculations that determine compliance/noncompliance status.)

J. *All non-exempt transfers are coded J. They are students who do not qualify for any exemptions/hardships. Districts that accept such students in violation of the one/three percent rule will not receive ADA funds for these students unless the student was counted in the 2000-2001 baseline report, falls under a "grandfather" clause, or is a sibling of a currently approved baseline transfer.*

BASELINE, GRANDFATHERED, AND SIBLING:

The 3 subcategories of **J** students include:

- Baseline (bl) transfers – any transfer student who attended your school during the 2000-2001 school year. (NOTE: The determination of which students are baseline will be based on the PEIMS 2000-2001 data.)
- Grandfathered (grf) transfers – first time transfer students who caused an EEO violation during the 2001-2002 school year, but were allowed to attend the district. Only districts who were in noncompliance will have grandfathered students.
- Sibling³ (sib) – transfer students new to the district who are siblings of currently enrolled baseline students.

Noncompliant school districts that have students who have been approved as either Baseline, Grandfathered, or Sibling will continue to receive ADA funds for these transfer students as long as the student does not have a break in enrollment. Once a student has lost his/her Baseline, Grandfathered, or Sibling status, it cannot be regained. If the Baseline student leaves the school district, the currently enrolled Sibling may remain in the receiving school district and continue to draw ADA funds.

³A sibling is a sister, brother, half-brother, half-sister, step-sister, or step-brother of a currently enrolled baseline student and lives at the same address as the baseline student.